

Special Events Management @ Selden
208 E Main Street
Norfolk, VA 23510
(757) 664-6880
(757) 664-6810



Recreation, Parks & Open Space
501 Boush Street
Norfolk, VA 23510
(757) 441-2400
(757) 441-5423 (F)

SPECIAL EVENTS PERMIT APPLICATION COVER SHEET

Thank you for your interest in hosting a special event in the City of Norfolk. The City of Norfolk recognizes that special events serve an important role in celebrating life in Norfolk. These events contribute to the cultural and artistic richness of the City. They also build a sense of community as well as educate and entertain. A number of these events also have significant economic benefit through increased tourism and many serve as major fundraisers for various non-profit organizations. Events may include festivals, concerts, parades, community gatherings, athletic events, etc.

Each year the City of Norfolk commits its resources through staff time, amenities and equipment resources to provide support for many of these events. As the number and size of events grow, it is necessary to provide event organizers with a consistent process to better coordinate efforts related to event management support. Due to this increasing popularity of using civic open spaces, the city recently begun changes in the special events process that includes a newly revised Norfolk Event Panel and application process.

SPECIAL EVENTS PERMIT PROCESS

Policy states that any event that takes in city community parks, festival parks or public Right-Of-Way requires a "Special Events Permit". Special Events Management @ Selden and the Department of Recreation, Parks & Open Space are the managing city partners overseeing this permit process and the rental of festival parks, community parks, neighborhood parks, beaches, picnic shelters, athletic fields, recreational facilities and public right of ways. This application is the first step for an event request in one of Norfolk's community parks, festival parks, beaches or public Right-Of-Way.

Events that will be exempt from this application process are: Pagoda events, block parties, first amendment rallies or protests, rentals of picnic shelters, athletic fields and recreation facilities. These all require a different application which can be obtained through the contacts below:

Pagoda Gardens in Freemason	Contact: Madelyn Sly	(757) 623-1949
Block Parties	Contact: Special Events Mgmt @ Selden	(757) 664-6880
First Amendment	Contact: Special Events Mgmt @ Selden	(757) 664-6880
Picnic Shelter Applications	Contact: Dept. Recreation, Parks & Open Space	(757) 441-2400
Athletic Field Rentals	Contact: Derocke Croom, Dept. Recreation, Parks & Open Space	(757) 441-5837
Recreation Facilities	Contact: Dept. Recreations, Parks & Open Space	(757) 441-2400

WHO SHOULD COMPLETE THIS FORM?

Individuals or organizations interested in using city community parks, festival parks, beaches or public Right-Of-Way are required to complete an application. Parcels of land or other open spaces not specified here or listed above are not available for event use as they don't have the necessary amenities or parking available for a safe and successful event.

WHO DO WE SUBMIT TO?

Special Events Management @ Selden and the Department of Recreation, Parks & Open Space are the managing city partners that oversee the permitting of Special Events. The location of event, scale of event, vendor involvement, public safety concerns and clean up issues determine which department processes your application. Listed here is the breakdown.

Contact:

Special Events Management @ Selden
208 E. Main Street
Norfolk, VA 23510
(757) 664-6880
(757) 664-6810 (Fax)

Festival Parks

(open to the public events only; no private use)

Harbor Park Parking Lot
Ocean View Beach Park
Town Point Park

Special Events Management @ Selden 208 E. Main Street Norfolk, VA 23510 (757) 664-6880 (757) 664-6810 (Fax)	Community Parks: EXPECTED ATTENDANCE OF 200+ Barraud Park Berkley Park Lakewood Park Lafayette Park Northside Park Stockley Gardens AND Public Right-of-Ways (Streets/Sidewalks)
Recreation, Parks & Open Space 501 Boush Street Norfolk, VA 23510 (757) 441-2400 (757) 441-5423 (F)	Community Parks: EXPECTED ATTENDANCE OF 199 or Less Barraud Park Berkley Park Lakewood Park Lafayette Park Northside Park Stockley Gardens AND Beach Property (Between Sarah Constance and Community Beach)

WHAT DO I DO?

Review, fill out, sign and submit the coversheet, application itself and all appropriate attachments. Please be aware of deadlines as they are dependant on the total number of expected attendees that include spectators and participants. Deadlines are firm as we have a detailed process for review on all applications. Event dates need to be adjusted according to these application submission deadlines.

WHEN IS APPLICATION DUE? (Deadlines based on expected attendees)

Under 500	Requires <u>60 days</u> from the event set-up date to process the application
501 – 1,000	Requires <u>3 months</u> from the event set-up date to process the application
1,001 - +	Requires <u>5 months</u> from the event set-up date to process the application

WHAT ARE THE COSTS?

Upon submission all applicants are required to pay a \$50.00 non-refundable application fee. Fee will need to be paid at the time of submission for application to be considered.

Fees for rental use of open space in the City of Norfolk are based on a daily rate and vary according to venue. Other fees will be determined later based on individual event needs. An estimate on overall costs will be provided after your application has been reviewed. Final fees and requirements are based on the information provided, so be as complete as possible.

Please be aware that any costs to cover city services or equipment will be passed onto the event organizer.

WHAT NEXT?

Once the application is received and processed you'll be contacted by the department you applied to. Depending on several factors you may be selected to appear before The Norfolk Event Panel; a city group created for the main purpose of helping guide and govern safe and successful community events in Norfolk. The Panel is comprised of representatives from the City Manager's office, Parking, Transportation, Police, Fire, Recreation Parks & Open Space, Health Department, Commissioner of Revenue, Norfolk Festevents and Communications. The goal is to work with the applicants so they may receive prompt feedback on all requirements pertaining to permits, licenses, fees and deadlines necessary for their events. If your event isn't selected for Panel vetting, it will still be screened during general business of the monthly meetings. You may request an appearance if one isn't scheduled for you.

Once approved by the Norfolk Event Panel, you will be asked to comply by the standards set in a follow up letter. This will include the requirement to submit a certificate of insurance **30 days** from the event date and all fees/deposits received within **2 weeks** of the event date. No permit will be issued if these steps aren't followed.

INSURANCE INFORMATION AND INDEMNITY PROVISION

Depending on your event classification, you will be required to provide proof to the city of your insurance coverage. (SEE ATTACHMENT "A" for full insurance details) The City of Norfolk will **NOT** provide or obtain insurance coverage for your event; it is your responsibility to obtain and pay for the specified insurance amount. Proof of this insurance with the City of Norfolk as additional insured is due **30 DAYS** prior to your event date.

All applicants are required to agree to indemnify, defend and hold harmless the City of Norfolk, its officers and employees, against any claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant or other sponsor in connection with said event.

STREET/SIDEWALK CLOSURES

If your event involves a request for closure of a public Right-Of-Way (ROW) such as a street or sidewalk then an additional permit is required and issued by Public Works. It's the City's desire to leave all public ROW open during events unless absolutely necessary for public safety. Closures impact our residents and businesses and are heavily scrutinized. If you are asking for a street/sidewalk closure then you will need to review the ROW closure information sheet and complete a separate application. (SEE ATTACHMENT "B" & "C") A map of your proposed closure and draft of notification to those impacted are also required. Without completing these steps, your closure won't be reviewed.

Please be aware that closures often involve the use of many city personnel and equipment; any costs to cover city services or equipment will be passed onto the event organizer. Plan accordingly.

Block parties need to complete block party application (ATTACHMENT "D").

First amendment rallies or ceremonies in the ROW need to complete a first amendment application. (ATTACHMENT "E")

I have read and understand the Special Events Permit process.

Signature: _____

Date: _____

Print Name Here: _____

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SPECIAL EVENTS PERMIT APPLICATION

OFFICE USE ONLY

Permit Number: _____
Insurance: ☐ Rece'vd

Event Supervisor: _____
Application Fee Paid? ☐ Yes ☐ No

It's required to read and sign the coversheet prior to completing this application for a Special Events Permit. **Please type or print clearly** when completing the application.

The information in this form will be used to determine final fees and the eligibility for the permit requested so accuracy is crucial. Indicate N/A if the question doesn't pertain to your event. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit, halting of the event, and probationary use of city property in the future.

Permit applications have to be submitted by deadlines posted on application coversheet and must include a \$50 non-refundable application fee before processing. Checks can be made out to **City of Norfolk**.

Submit the coversheet with signature, completed application and any required attachments to the appropriate office. You are also required to submit a certificate of insurance **30 days** from the event date and all fees/deposits received within **2 weeks** of the event date. No permit will be issued if these steps aren't followed.

APPLICANT INFORMATION *Applicant is the contact person or event organizer for the event submitted.*

Applicant's Name: _____

Date of Submission: _____

Organization: _____

Street address: _____

City: _____

State: _____

ZIP: _____

Day Phone: _____

Type: _____

Evening Phone: _____

Type: _____

Fax: _____

E-mail: _____

Do you represent a non-profit organization with 501 (c) (3) status? Yes ☐ No ☐

If yes, please attach a copy of the 501 (c) (3) certificate or note identification number: _____

If you already know your carrier's information, please list below:

Name of Insurance Carrier: _____

Contact: _____

Phone: _____

EVENT INFORMATION

Event Name: _____

This event is a... (Please check all that apply): ☐ Parade ☐ Run/Walk/Bike/Auto Procession ☐ Carnival ☐ Picnic ☐ Festival
☐ Concert ☐ Beach Event ☐ Sporting Event ☐ Community/Church ☐ Other (please explain)

Requested location (name of park/streets desired): _____

Event Date

Setup Time

Start Time

End Time

Breakdown Time

Rain Date(s) / Time(s): _____

Please list any items that will be left overnight: _____

How many total attendees are expected? (participants and spectators): ☐ 0 - 150 ☐ 150-500 ☐ 500-1,000 ☐ 1,000-5,000 ☐ 5,000+

Please indicate how many times this event has been hosted before:

☐ 1st Time ☐ 2-4 Times ☐ 5+ Times Where? _____

Please mark all of the following that apply to your event:

<input type="checkbox"/> Alcohol	<input type="checkbox"/> Tents	<input type="checkbox"/> Live Music/Band/PA System	<input type="checkbox"/> Vendors (non-food/beverage)
<input type="checkbox"/> Food Vendors	<input type="checkbox"/> Bleachers	<input type="checkbox"/> Mechanical Rides/Inflatables	<input type="checkbox"/> Staging

EVENT SPECIFICS

TENTS: Please give an overview of your tent plan. List type (by Code), number, and size(s) of tents to be erected.

Tent Codes: **C** – Cooking underneath **S** – Sales

Tent Code	Number of Tents	Sizes
_____	_____	_____
_____	_____	_____

BLEACHERS: If your event will have bleachers, please provide the type of bleacher, size, and supplier:

Size	Supplier	Phone Number
_____	_____	_____
_____	_____	_____

STAGES:

Size	Supplier	Phone Number
_____	_____	_____
_____	_____	_____

SOUND/LIGHTING PACKAGE:

Type	Supplier	Phone Number
_____	_____	_____
_____	_____	_____

Briefly describe any type of entertainment planned:

Carnival/Inflatable Rides Information (moonwalk, etc.)

How many mechanical/inflatable rides will be used?

What types:

Company Name:	Address:		
Company's Representative:	Phone:	Fax:	

VENDOR INFORMATION

A vendor is anyone who is serving, selling, or sampling food, beverages, or merchandise.

Food: (Please check all that apply.)

Each and every food vendor must complete a **Vendor Lease Agreement**, provide proof of proper insurance and meet the requirements of the Commissioner of Revenue's office, Health Department, and Fire Marshal. (SEE ATTACHMENT "F" & "G")

Food will be:	<input type="checkbox"/> Served	<input type="checkbox"/> Prepared Outdoors	<input type="checkbox"/> Delivered from another location	<input type="checkbox"/> Prepared in Church Kitchen
	<input type="checkbox"/> Sold	<input type="checkbox"/> Catered	<input type="checkbox"/> Prepared in School Cafeteria	<input type="checkbox"/> Other:
Food Date(s):			Time(s):	
_____			_____	
_____			_____	
_____			_____	

What time will vendor setup and ready for inspection? _____

Nonfood:

Each and every merchandise vendor must complete a **Vendor Lease Agreement**, provide proof of proper insurance and meet the requirements of the Commissioner of Revenue's office and Fire Marshal. (SEE ATTACHMENT "F")

Alcohol: (This information must be completed regardless of whether the event is public or private.) Please answer all applicable questions.

Alcohol vendors must complete a Vendor **Lease Agreement**, (ATTACHMENT "F") provide proof of proper insurance and meet the requirements of the Virginia Department of Alcoholic Beverage Control which include securing a license. (757-424-6700)

Type:	<input type="checkbox"/> Draft Beer	<input type="checkbox"/> Bottled Beer	<input type="checkbox"/> Canned Beer	<input type="checkbox"/> Wine	<input type="checkbox"/> Liquor
Will be:	<input type="checkbox"/> Sold	<input type="checkbox"/> Given away	<input type="checkbox"/> Both		

Alcohol Date(s): _____ _____ _____	Time(s): _____ _____ _____
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SECURITY *Describe your plans for security at your event*

SECURITY PLAN WILL NEED FINAL APPROVAL BY NORFOLK POLICE DEPARTMENT AND THEY HAVE FINAL SAY IN APPROPRIATE NUMBER AND TYPE OF RECOMMENDED PERSONNEL.

Please describe your security plan: _____

Describe type of equipment (if any) that will be left overnight: _____

Uniformed presence provided by:	<input type="checkbox"/> Off duty police officers	<input type="checkbox"/> Sheriff's Deputies	<input type="checkbox"/> Private Security	<input type="checkbox"/> Volunteers	<input type="checkbox"/> Hired Staff
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Times: _____	How many: _____
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If you have already made contact with someone about security please give us the contact name and number:

Name: _____	Phone Number: _____
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RESTROOMS, WASTE DISPOSAL/DUMPSTERS *Describe your plans for security at your event*

Restrooms

Have you contracted with a portable restroom company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Name & Info: _____
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Please list the number and locations of portable restrooms:

Number: _____	Locations: _____
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Trash Disposal

How many trash receptacles will you require? ☐ 5-10 ☐ 10-20 ☐ _____

Will you be renting a dumpster? ☐ Yes ☐ No

How many grease water or grease containers are you using and what company will supply these? _____

PARKING

Where will the event attendees/participants park? <input type="checkbox"/> On Street/Public Parking <input type="checkbox"/> School Grounds <input type="checkbox"/> Reserved/VIP Parking
<input type="checkbox"/> Church grounds <input type="checkbox"/> Satellite Parking Location: _____ <input type="checkbox"/> Other: _____

Will you require special parking? (VIP, RVs, trailers, etc) ☐ Yes ☐ No

Number of Spaces: _____	Location: _____	Purpose: _____
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MEDICAL

Please describe your medical plan in detail: _____

SPECIAL EVENTS PERMIT AGREEMENT

I Agree to Abide By The Following Regulations:

1. All pre-event determined fees shall be paid at least two weeks prior to event. Any costs determined after event need to be settled immediately upon receipt of invoice.
2. Proof of insurance will be provided 30 days, the applicant(s) shall at their own cost and expense furnish a policy or policies for property damage or bodily injury in the amount specified by the City's Risk Management Division. Also, the City of Norfolk MUST be named as additional insured. It is the applicant's responsibility to obtain the required certificate of insurance when it is required from a third party.
3. Have developed a comprehensive security plan in conjunction with the Norfolk Police Department.
4. City property shall not be removed from the premises.
5. Premises will be left in as good a condition as received, reasonable wear and tear expected. All trash will be disposed of properly. Accept responsibility for any damages which might occur during the period of use.
6. Comply with all laws, rules, and regulations of the federal, state, and city governments governing operations and conduct on City property.
7. The premises will be available to all citizens without discrimination.
8. This agreement may be terminated by the City of Norfolk Department of Cultural Affairs and Special Events at any time upon finding of a violation of any rule, ordinance, and condition of the permit or upon good cause shown.
9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by they City of Norfolk, in support of said event.
10. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the City of Norfolk, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant or other sponsor in connection with said event.
11. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit, halting of the event, and probationary use of city property in the future.

Signature: _____

Date: _____

Print Name Here: _____

Please make a copy of this application for your records as we do not provide copies.